

Opening Date:	November 21, 2013	Closing Date:	December 5, 2013
Job Title:	District Court Clerk I/II	Position Type:	Regular Full Time
Pin:	055054	FLSA Status:	Non-Exempt
Locations:	District 9, Harford County Bel Air, Maryland	Grade/Salary:	J05 \$27,576 - \$32,636 J06 \$29,278 - \$34,691
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: Processes civil, criminal and traffic filings for new and existing cases. Accurately updates the JIS mainframe with dispositions, and performs general clerical duties. Provides extensive customer service to the general public and various agencies in person, writing, or via the phone while adhering to guidelines. Processes violation of probations which includes pulling files, setting hearing dates, issuing show causes, warrants, data entry, postponement requests, and terminate or abate probations. Processes routine traffic postponements. Processes Commissioner's work by verifying new cases. Processes domestic violence and peace orders. Assists the public, judges, law enforcement agencies and State's Attorney's office. Provides backup to Courtroom Clerk. Performs additional duties as assigned.

Education: High School Diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to apply job-related codes, policies, procedures, rules, regulations and laws as required. Ability to work efficiently within considerable time constraints. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to lift up to 25 pounds. Ability to sit, stand and/or bend for extended periods of time. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted). Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary, HR Dept.
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (No zip files)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.